

# *City of* *San Antonio*



***Management Internship  
Program  
2009-2010***

# *City of San Antonio*

## **Program Overview**

The City of San Antonio is currently recruiting for the 2009 Management Internship Program. This Program is designed to attract, develop, and retain talented employees to the organization. As the 7<sup>th</sup> largest city in the United States, San Antonio offers a wide variety of experience to new professionals who are seeking strong career development in local government.



The San Antonio Management Internship Program is an 18-month program, with each intern spending six months in each of the following departments: the City Manager's Office, the Office of Management and Budget, and one operating department. Management Interns will be exposed to multiple challenges that local governments face today, as well as new and innovative methods to deal with these challenges. Each six-month rotation will provide the Management Interns with a broad base of experience that will benefit both the individual employee as well as the City in the future.

Aside from the actual work experience, Management Interns also participate in monthly luncheons with members of the City's Executive Leadership Team, as well as Department Directors. Multiple tours of City facilities and operations such as the City's Fire Training Academy, Airport, and Parks system are also provided.

## **2007-2008 Management Interns**

**Nadia Chandler** – Nadia received her Master's Degree in Public Administration from Texas A&M University-Corpus Christi. She worked for the City of Corpus Christi for two years, spending one year as an Administrative Intern with the Economic Development Services Department and one year as a Legal Assistant with the City Attorney's Office.

**Lauren Quinlan** – Lauren graduated from the University of Texas at Austin with a Master of Public Affairs Degree. She worked as a Graduate Research Assistant with the Annette Strauss Institute in Austin and a Research Assistant with the Probation Department in County of San Diego. Lauren has also worked with several nonprofit organizations, including YouthLaunch in Austin, Friends of the ShattuckShelter in Boston, and Massachusetts ACORN in Boston.

**Jennifer Ramirez** – Jennifer previously worked for three years with the San Antonio Metropolitan Health District's Immunization Division. Jennifer received her Master's Degree in Public Administration from Texas Tech University.

**Catherine Tkachyk** – Catherine received her Master of Public Administration Degree from the University of Kansas and will graduate in April 2008. She has spent the past year working as a Management Intern with the City of Liberty, Missouri.



*Photo above from left to right: Catherine Tkachyk, Nadia Chandler, Jennifer Ramirez, and Lauren Quinlan.*

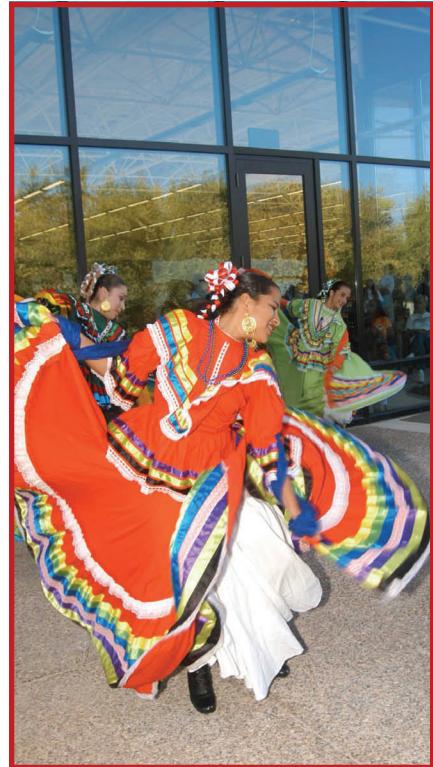
# *City of San Antonio*

## **The Community**

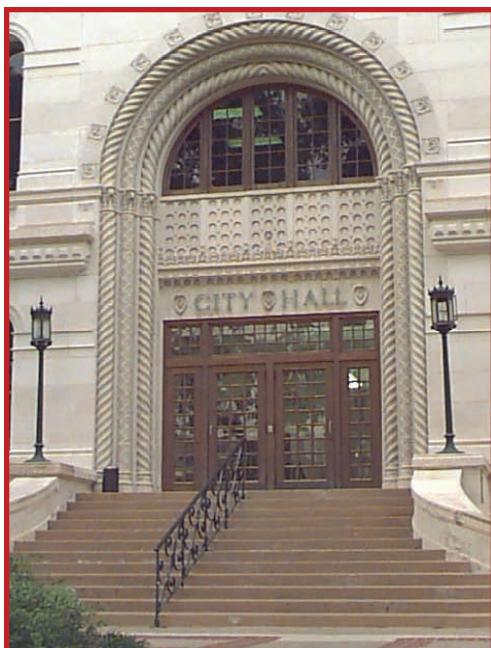
Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.3 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry. The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high quality housing, and low utility rates to owners are among the substantial cost of living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5 mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk. Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the 2007 National Basketball Association Champions.



Educationally, there are 16 independent school districts that serve the San Antonio area. San Antonio is also the home of various post-secondary institutions including the University of Texas at San Antonio (two campuses), the University of Texas at San Antonio Health Science Center, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, Texas A&M San Antonio, and the Alamo Community College District (with four campuses).



## **The Organization**

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at large. The City Council appoints the City Manager, who appoints and removes all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of Directors and Assistant Directors for 36 departments, two Deputy City Managers, and five Assistant City Managers. There are over 12,000 city employees.

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## **Compensation & Benefits**

Each Management Intern will earn a starting salary of \$42,345 annually, and is eligible for full employee benefits including:

- Health, dental, and vision insurance
- Texas Municipal Retirement System (TMRS) contributions
- Paid personal and annual leave
- 13 paid holidays throughout the year

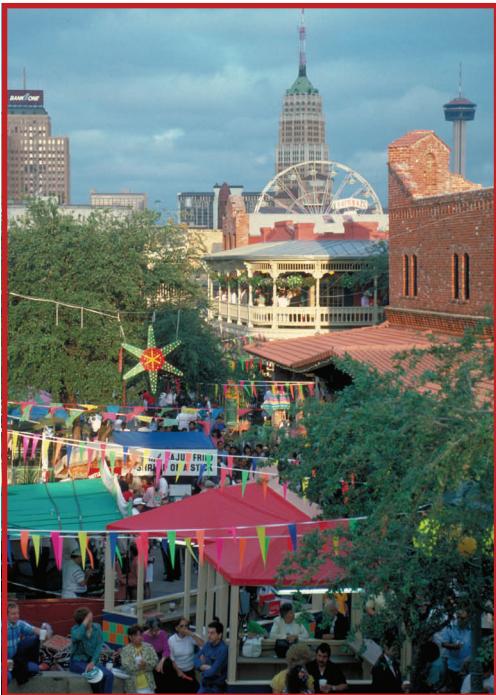
Upon completion of the 18-month program, City Staff will work with each Management Intern to assist in finding a full-time position with the City of San Antonio.



## **To Apply**

Management Intern positions will be available beginning in June 2009. Management Interns will conduct budget and program analysis, field studies, and research projects pertaining to the City of San Antonio. Applicants should have completed all coursework for a Master's Degree in public administration, public policy, business administration or other related fields prior to the Internship start date, with previous experience in local government highly preferred. The ideal candidate should have strong written and oral communication skills, as well as a working knowledge of basic computer software and hardware applications.

### ***To apply, the following information is required:***



- 1) Resume and Cover Letter
- 2) One copy of official graduate school transcripts
- 3) A recent writing sample that demonstrates analytical and quantitative abilities (no longer than seven pages)
- 4) Three work or education-related written recommendations

Please mail all application material to:

**City of San Antonio, Human Resources Department  
Attention: Robby Hammond, Executive Recruiter  
P.O. Box 839966  
San Antonio, TX 78283.**

Applications may also be emailed to:  
[salexecsearch@sanantonio.gov](mailto:salexecsearch@sanantonio.gov)

Applications must be postmarked by February 20, 2009 to be considered. For additional information, please contact Robby Hammond, Executive Recruiter at (210) 207-2080.

**The City of San Antonio is an Equal Opportunity Employer.**